

<b>Facility Name:</b> Middlesex Therapeutic Community Residence (MTCR)	
<b>Policy:</b> Resident Personal Property	
<b>Replaces Version Dated:</b>	<b>Effective Date:</b> 1/15/14

**Purpose:**

- A. To protect resident's personal property when not in use.
  - a. Residents are encouraged to have items of importance or value locked in the MTCR safe. In addition to cash, the safe is for items of identification, credit cards and jewelry. Computers, valuables, electronics and restricted items are kept in the locked storage areas.

**Procedure:**

- A. Upon admission, and at any time that personal items are brought in or taken out of the facility by the resident, the items will be sorted as restricted or non-restricted and inventoried in the presence of the resident. The inventory list is then signed by the resident and MTCR staff. If the resident refuses to sign or be present, two MTCR staff will sign the inventory form. (MTCR Form # MS-02).